



CONGRESSMAN A. DONALD MCEACHIN

U.S. HOUSE OF REPRESENTATIVES

SERVICE ACADEMY NOMINATION | APPLICANT ADMISSION CHECKLIST

Completed application packets must be received no later than October 18, 2019

Applicants Name: _____

School: _____

(PRI) Phone Number: (_____) _____

(SEC) Phone Number: (_____) _____

E-Mail Address: _____

☐ **Preliminary Requirements**

Verify that all requirements of the academies have been met, which are as follows:

- Must be unmarried, not pregnant, and have no legal obligation for a child or other dependents
- Must be a United States citizen
- Must be at least 17 years old and not have reached your 23rd birthday
- The applicant must be a legal resident of Virginia's 4th congressional district
- The applicant should write to their congressional offices at the end of their junior year of high school, expressing his or her interest in attending a service academy
- It is the responsibility of each applicant to initiate a pre-candidate file at each academy to which they are seeking a nomination

☐ **Application**

- Complete all sections of the application located online at [www. mceachin.house.gov/services/military-academy-nominations](http://www.mceachin.house.gov/services/military-academy-nominations)
- Sign and date the application agreement

☐ **Current photo**

No larger than 5x7 photo

☐ **Official high school transcript**

The transcript should include:

- Course listings and grades through the end of your junior year
- Current Grade Point Average
- Class rank (if provided by your high school)

*Note: **The official transcript should be returned to you in a sealed envelope with a signature across the seal.** If your school will not provide transcripts directly to students, have the school mail the transcripts to one of our office locations with attention to the Academy Nomination Coordinator.*

☐ **Official SAT/ACT Results**

☐ **Resume**

- Provide a detailed listing of your academic, community service, extracurricular, work, athletic and other notable activities and accomplishments. (No more than two pages)

☐ **Essay stating why you desire to attend a service academy**

Note: Grammar, sentence structure, and writing ability will be evaluated in addition to the substance of your answer. Essay should be 500 words or less.

☐ **Maximum of three letters of recommendation**

- Letter of Recommendation #1: Should be from someone affiliated with your school/education (i.e.) A school official, administrator, teacher, guidance counselor, activity advisor or school affiliated coach. Letter should be sealed with the writer's signature across the seal.
- Letter of Recommendation #2: Should be from a person outside of the school system/education and not a family member or relative that can best assess your intellect, character, and suitability for military service. (i.e.) A letter from a coach not affiliated with the school system will be accepted here. Letter should be sealed with the writer's signature across the seal.

- ☐ **Mail or hand deliver all application materials to one of the following offices:**
- ☐ **Note: EMAILED PACKAGES ARE NOT ACCEPTABLE**

Suffolk Office:

Representative A. Donald McEachin
c/o Academy Nomination Coordinator
131 North Saratoga Street Suite B
Suffolk, Virginia
757.942.6050

Richmond District Office:

Representative A. Donald McEachin
c/o Academy Nomination Coordinator
110 North Robinson Street, Suite 401
Richmond, Virginia 23220
804.486.1840